

# PRELIMINARY REVIEW SUBMITTAL PROCEDURES AND CHECKLIST P-14

## ***WHAT is a Preliminary Review?***

It is an early, informal review of your project by the Planning, Land Development Engineering, Building and Fire Divisions prior to a formal application submittal. The Preliminary review is required for projects within the Commercial/Visitor-Serving Overlay Zone.

## ***WHY should you do a preliminary review?***

- To obtain early project direction
- To reduce your development costs
- To shorten your processing time
- To alleviate costly redesigns
- Required for projects in the Commercial/Visitor Overlay Zone
- Required for affordable housing projects

## ***WHAT you need to give us:***

- Application form **(signed by the owner(s) of the property unless applicant has sufficient legal interest in the property.)**
- Checklist
- Four (4) sets of your site plan **folded to 8½ x 11**. Provide enough details to allow staff to adequately review your plans and answer your questions. Projects within the Commercial/Visitor-Serving Overlay Zone shall provide conceptual building elevations
- Fee (See current fee schedule for cost)
- Other information you want to provide to explain your proposal

## ***WHEN and WHERE to submit:***

Your application may be submitted at the Planning Division counter at 1635 Faraday Avenue, from 7:30 a.m. to 4:30 p.m. Monday through Thursday or 8:00 a.m. to 4:00 p.m. on Friday.

## ***HOW your application is processed:***

After a submittal is made, a staff planner and staff engineer will be assigned to take your project to their respective staff meetings for review. You may either make a brief presentation prior to the staff meeting to discuss your project with your staff planner and engineer or after the receipt of a response letter from the City to discuss the staff comments. If you indicate this on the application form you will be contacted to set up a meeting time.

Written responses to your submittal will be mailed following the staff meeting review and should be received by you within thirty days after the application date. A copy of your project will be kept on file in the Planning Division.

Should you submit a formal application in the future, the Planning Division will make every attempt to assign the application to the same staff planner who processed your Preliminary Review Application.

The preliminary review does not represent an in-depth analysis of your project. The completeness and accuracy of your submittals will dictate the quality of your project's preliminary review. Additional issues of concern may be raised after your application is formally submitted and processed for a more specific and detailed review.

## PRELIMINARY REVIEW CHECKLIST

Staff would like to know what information you primarily want from this review. With this known, we can focus most of our attention on researching and answering your main questions(s). Please check the one or two boxes below which best describes the information you would like us to concentrate on, and/or check the box marked "other" and tell us in your own words what information you would like from us.

☐ **SITE DESIGN:**

Focus is on reviewing issues such as development standards (setbacks, building height, etc.), hillside compliance, landscaping, signage, open space requirements, and other physical aspects of zoning. Plans adequately illustrating these features are needed for review.

☐ **LAND USE:**

Focus is on determining the compatibility of the proposed land use with the existing general plan and zoning designations, determining whether staff could support a general plan amendment or zone change, and determining compatibility of the proposed land use with surrounding land uses.

☐ **ARCHITECTURE:**

Focus is on establishing quality architecture and checking its compatibility with the surrounding area and against any applicable guidelines or plans. Building elevations or other architectural information are needed for review.

☐ **ZONING INTERPRETATIONS:**

Focus is on interpreting any aspects of the zoning ordinance.

☐ **LAND DEVELOPMENT ENGINEERING STANDARDS:**

Focus is on reviewing all engineering-related issues, such as grading, drainage, Best Management Practices for Storm Water Pollution Control, circulation and traffic, street vacations, easements, subdivisions, etc.

☐ **OTHER:**

In the space below, please list any other issues you would like us to review.

# CITY OF CARLSBAD APPLICATION FORM FOR PRELIMINARY REVIEW APPLICATION

**CITY USE ONLY**  
**Project Number:**

**PROJECT NAME:**

**Assessor's Parcel Number(s):**

**Description of proposal (add attachment if necessary):**

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**Would you like to orally present your proposal to your assigned staff planner/engineer?**    Yes    ☐    No    ☐

**Please list the staff members you have previously spoken to regarding this project. If none, please so state.**

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OWNER NAME (Print):

MAILING ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

EMAIL ADDRESS: \_\_\_\_\_

**\*Owner's signature indicates permission to conduct a preliminary review for a development proposal.**

I CERTIFY THAT I AM THE LEGAL OWNER AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

APPLICANT NAME (Print):

MAILING ADDRESS:

CITY, STATE, ZIP:

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

I CERTIFY THAT I AM THE LEGAL REPRESENTATIVE OF THE OWNER AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT'S REPRESENTATIVE (Print):

MAILING ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

EMAIL ADDRESS: \_\_\_\_\_

I CERTIFY THAT I AM THE LEGAL REPRESENTATIVE OF THE APPLICANT AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

IN THE PROCESS OF REVIEWING THIS APPLICATION IT MAY BE NECESSARY FOR MEMBERS OF CITY STAFF TO INSPECT AND ENTER THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION. I/WE CONSENT TO ENTRY FOR THIS PURPOSE.

PROPERTY OWNER SIGNATURE \_\_\_\_\_

FEE REQUIRED/DATE FEE PAID:

RECEIVED BY: \_\_\_\_\_